

## Brief Profile of Mr. Edward Briggford. Tolbert, MBA, CPA



**Edward B. Tolbert, MBA, CPA**

of Liberia for the Fiscal Years 2010/2011 and 2011/2012 and the Financial Audit of the MOHSW for the fiscal period ended June 30, 2012.

**P**rior to his nomination by the President of the Republic of Liberia and pending confirmation by the Liberian Senate as Acting Deputy Minister for Administration at the Ministry of Health and Social Welfare (MOHSW), Mr. Edward Tolbert served as Director of Government Funds Audits at the General Auditing Commission (GAC), at which time he managed over 15 Audit Units and supervised more than forty audits of Government Ministries and Agencies; including the Consolidated Funds Audit of the Government

As Director of Government Fund Audits, Tolbert had the highest responsibility in the Audit Serviced Division of the GAC, as evidenced by the fact that he provided supervision for 135, professional auditors and was responsible to provide managerial and technical oversight for audits of more than 35 **government Ministries and agencies, 15 counties as well as pool flowed through the Counties financial management systems.** Some of the units supervised by Mr. Tolbert included, Performance Audit, County and Social Development funds (SDF & CDF) Audits, Ministries Audit, Donor Funds Audit, Public Debt Audit. The conducts of these audits were highly crucial, especially for post-war Liberia considering their scope and nature.

Formerly, Mr. Tolbert studied and worked in corporate America for 30 years (1982-20120). HE OBTAINED A Master of Business Administration degree in Accounting from the University of Nebraska and a Bachelor of Science degree in Economics from the University of Liberia. He is a seasoned Certified Public Accountant (CPA), licensed to practice in Washington DC, and is an active member of the American Institute of Certified Public Accountants (AICPA).

**Mr. Tolbert has over 12 years work experience in Healthcare institutions in different portfolios, including the Union (APWU) Health Plan where he served as Finance Manager, The George Washington University Healthcare Plan where he served as Accounting Manager and Greater Southeast Healthcare System (GSCH) where he last served as Director of Accounting during a period of 10 years.**

Mr. Tolbert has over 14 years of experience in managerial functions to include Auditing, Assurance & Attestation Financial Management and Advisory Services. Performance areas include; Financial Statement Audits (in accordance with OMB circular A-123,133, 136, CFO Act GAO FAM & GAGAS -Yellow Books], Regularity Audits(in accordance with the INTOSAI and AFROSAI-E Standards), Financial Reporting, Financial Analyses, Accounting, Budgeting, Accounting Policy, Reconciliations, Audit Readiness and Business Process Improvements.

Professional Contracting & Employment sources include: the General Auditing Commission (GAC], US Department of Homeland Security (ICE & TSA); Federal Management Systems, Inc., BearingPoint; NCS Pearson Government. Solutions, Williams Adley & Co, APWU Health Plan; the George Washington University Health Plan. Montgomery County (HOC) and the GSCH Healthcare Systems.

*Education*

*Professional Accomplishments*

Master of Business Administration (MBA),

University of Nebraska

Bachelor of Science (BSc) Economics

University of Liberia

CPA, Certification, District of Columbia

Board of Accountancy

American Institute of Certified Public

Administration (Active Member)

Association of Government Accountants  
(AGA), Corporate Membership

## Experience Summary

### Healthcare Experience (12 Years)

Prior to returning home to contribute to the post-war recovery plan of President Ellen Johnson Sirleaf in 2012, Mr. Tolbert worked and studied in corporate America for 30 years (1982-2012). He served as finance Manager of the American Postal Workers Union (APWU) Health Plan from 2000 to 2001, where he operated and managed the operations of the finance department providing financial information and healthcare services on the APWU health plan to the office of personnel management (OPM). Similarly, Mr. Tolbert worked as Accounting Manager of the George Washington University Healthcare plan from 1998 to 1999, where he used effective Managerial Cost Accounting Models to determine balance sheets actuary Incurred But Not Reported (IBNR) claims. From 1982-1992, he worked as director of Accounting at the Greater Southeast Healthcare System (GSCH) where he was promoted as three times from Senior Staff Accountant to Assistant Director of Accounting in only seven years.

### Auditing and Financial Management experience (14 Years)

Mr. Tolbert served as Director of government funds Audit at the General Auditing Commission (GAC) from 2012 to 2014, at which time he supervised more than forty audits of Government Ministries and Agencies; including the International Partners Required Audits of the Consolidated Funds of the Government of Liberia for the Fiscal Years 2010/2011 and 2011/2012 as well as the Financial Audit of the Ministry of Health and Social Welfare (MOH&SW) for the fiscal Period ended 2012. He supervised an audit staff of 135 supreme Auditors and was responsible to provide supervision for audits of more than 35 government ministries, agencies, 15 counties and donors' funding that flowed through the country financial management systems.

He is a Liberian with more than 26 years of combined professional experience including 12 years of service in the American Healthcare system and 14 years in managerial function in auditing, assurance, attestation and financial management advisory services of the United States Federal Government Agencies and the Government of Liberia. This includes: Financial statement Audit (in accordance with OMB circular A-123, 133,, 136, CFO Act, GAO FAM & GAGAS – Yellow Books), Regularity Audits (in accordance with the INTOSAI and AFROSALE-E Standards), Financial Reporting, Financial Analysis, Accounting, Budgeting, Accounting Policy, Reconciliations, Audit Readiness and Business Process.

Improvements: Professional Contracting & Employment sources include: the General Auditing Commission (GAG), US Department of Homeland Security (ICE & TSA); Federal Management Systems, Inc., BearingPoint; NCS Pearson Government, Solutions, Williams

Adley & Co, APWU Health Plan; The George Washington University Health Plan. Montgomery County (HOC) and the GSCH Healthcare Systems

### *Professional Experience*

26 years' experience providing project Management and Healthcare Services, Financial Reporting, Auditing, Attestation engagements and Developing Organization Audit Remediation Strategies for Various Financial Management Offices in Government and Industry

Director, Government and Donor Funds Audit Department, General Auditing Commission (GAC), November 2012 to September 2014: Mr. Tolbert supervised 135 Auditors and managed an audit Workflow of more than forty engagements and a client portfolio of more than 35 government ministries, agencies and donors funding that flow through the country financial management systems. He demonstrated high commitment as well as topnotch professional attitude, leadership skills and efficient at interpreting accounting documents and deciphering the financial information to both senior staff and auditees.

- Key participant in the reorganization and the provision of strategic direction for the GAC for the period served;
- Participated in all meetings between the Auditor General and stakeholders of the GAC;
- Led an audit staff of 135 persons that performed more than 40 governmental and donor funded audits. ,
- Key understanding of the relationship between Supreme Audit Institution like the GAC, AFROSAI-E and INTOSAI.
- Have deep understanding of Liberia Public Financial Management Reforms initiatives in promoting accountability and transparency and the auditing of the health sector.
- Worked with the internal Audit Secretariat to provide support to line ministries and agencies that are not audit ready to become audit ready.
- Reviewed draft Audit Observation memoranda (AOMs), Management Comment Letters (MCLs) and Draft Audit Reports (DAR) for completeness and accuracy.
- Initiated and sent out all Engagement Letters to clients based on Risk- Based Methodology in line with INTOSAI standards.
- Reviewed and approved all requests for audit per diems and allowances to support auditengagements.
- Planned, organized, directed and monitored government and donors fund audits operations and took staff management responsibilities by hiring, training and evaluating staff by preparing comprehensive risk-based, long-range program of audit coverage.
- Developed and maintained partnership with senior management within line ministries and agencies to achieve audit results by analyzing complex audit activities.

**Project Manager, FMSI Department of Homeland Security /TSA (2007 - 2012)**

- ❖ Mr. Tolbert managed client deliverables at various operating units (including some sensitive areas related to Acquisition/contracts & Accounting): He worked tactfully with various BMO Offices in the remediation of “Material Weakness” concerns related to TSA \$3.5B UDO Project including the removal of the NFR as audit deficiencies previously issued by KPMG. Led other employees through compliance reviews and documentations to facilitate future audits under government contract regulations FAR with specific reference to some IDIQ contracts. Established and enforced a quarterly Verification & Validation (V&V) procedure consistency with agency/component’s audit objectives and standards with respect to adequate funds control as an effective management tool or best business practice.

**Senior Accounting Consultant FMS (Department of Homeland Security/ICE) 2005 — 2006:**

- ❖ Provided Financial Statements Reporting & Analyses responsible for all MGT (ICE Bureau) activities
- ❖ Reviewed DHS PAR with respect to its applicability and overall audit objectives
- ❖ Prepared & submitted comparative monthly TIERS & GL reports to DHS
- ❖ Prepared, analyzed, & submitted the GAO & CF O Vision Financial Statement Checklists
- ❖ Preparation of specified monthly systems Journal Entries (Imputed Costs, FECA, Annual Leave and Health Benefits)
- ❖ Prepared & submitted monthly and quarterly DHS Financial Statement Crosswalks for the five basic required financial statements.
- ❖ Provided other Financial Statements support consistent with DHS annual audit objectives

**Senior Consultant (Attestation and Assurance) Public Sector, BearingPoint, INC. (Supporting OFMICE) 2003 -2004**

- ❖ Revised, evaluated, and tested the internal controls using established policies and procedures written to ensure the detection and prevention of errors and irregularities to include (SAS-99) Improper Payments
- ❖ Provided reconciliations for ICE SF- 224, SF-6653 and SF-1221 Fund Balance with the Treasury reports to ensure compliance with guidance provided by the Treasury Financial Management (TFM2-5100)
- ❖ Acted as an audit liaison support for the 2004 financial statement audit.
- ❖ Prepared and coordinated various PBC requests for external auditors.
- ❖ Performed and reviewed project and account reconciliations of mismatched obligations and expenditures from the Federal financial Management Systems data base.
- ❖ Identified the United States Standard General Ledger (USSGL) impact for each account reconciled and recommended journal voucher entries to correct differences.
- ❖ Developed, implemented and monitored a Journal Voucher (JV) tracking matrix for more than 325 JV’s made during the fiscal year.
- ❖ Prepared weekly project status reports and met with clients to discuss project progress related to
- ❖ Fund balance with the Treasury Transactions

### **Senior Lead Auditor Williams, Adley & Co., Washington, D.C. 2001-2002**

- Served on a team conducting various audits including the U.S. Department of Agriculture following OIG Circular A-123 and the FAR regulations.
- Audited the financial statement including the USDA Working Capital Fund and reviewed client costs for propriety of charges and potential funds recovery.
- Analyzed and evaluated the adequacy and effectiveness of internal control polices throughout the department.
- Examined the technology systems to assess adequacy of controls and effectiveness and efficiency of system processing
- Appraised managerial controls to ensure compliance with federal and accounting laws, regulations, policies and standards
- Tested the key/compensating controls for operational effectiveness; reassessed controls and combined risks as either high, medium or low based on the test results; and developed and implemented a remediation plan for controlling deficiencies

### **Finance Manager, American Postal Workers Union, APWU Health Plan 2000-2001**

- Coordinated and managed operations of the Finance Department providing Financial information and services on the APWU Health Plan to the Office of Personnel Management (OPM) ,
- Managed the day-to-day operations of the department including personnel functions.
- Established and maintained internal and external financial reporting control systems to ensure assets, liabilities, revenues and expenses are accurate. ,  
Ensured compliance with OPM FARS and IRS regulations and internal controls

### **Accounting Manager, the George Washington University (1998-2000)**

Mr. Tolbert spent 2 years at the George Washington University Healthcare plan using effective managerial cost Accounting Models to determine balance sheets actuary Incurred But Not Reported (IBNR) claims estimates for following activities.

- Managed all monthly closings of financial statements activities, prepared and distributed statistical reports and narrative summaries that annotated potential problems and other financial issues.
- Managed preparation of monthly, quarterly and annual financial and statutory reports required for submission to appropriate insurance regulatory agencies and the NAIC using a managerial risk-based capital cost assessments.
- Managed preparation of monthly, quarterly and annual financial and statutory reports required for submission to appropriate insurance regulatory agencies and the NAIC.
- Managed and evaluated the professional accounting staff and coordinated our annual financial audits with various external auditors.

**Supervisor, Grants Accounting and Reporting, Montgomery County, HOC 1995-1998**

- Managed the Grants Accounting and Reporting Department
- Provided overall accounting and financial reporting services
- Provided guidance on federal regulations and on federal state and county grants
- Trained and supervised the grants accounting staff
- Served as a liaison with internal and external agencies on federal and state grants regulatory matters including the HUD Inspector General reviewing compliance audits.
- Implemented the OMB Circular A-133 and the new AICPA guidance on conducting single audits of federal agencies.
- Prepared and provided financial statements for external attestations and reports using Microsoft Windows/Office and Solomon IV.

**Director of Accounting, Greater Southeast Healthcare System (GSCH) 1982 — 1992**

- Promoted three times from Senior Staff Accountant to Assistant Director of Accounting in only 7 Years.
- As Assistant Director of Accounting, provided guidance and technical supervision of the accounts payable, payroll and general accounting functions of the Hospital.
- Managed the preparation and delivery of all financial and statistical reports
- Prepared budgets, Cost Reimbursements, and was responsible for all Medicare, Medicaid, and Contractual agreements including transactions with the respective external auditors.

***Duties of the Deputy Minister for Administration:***

Subject to the authority and direction of the Minister, the Deputy Minister for Administration shall be responsible to:

- a) Administer the Ministry's financial management system, including budgeting, petty cash management, financial accounting and reporting, and internal and external audits, ensuring that they are consistent with the Public Financial Management law and regulations;
- b) Administer the Ministry's human resource management system, including recruiting, selecting, training, and retention, ensuring that they are consistent with civil service law, policies and regulations;
- c) Administer the Ministry's procurement of goods, supplies, works and consulting services, ensuring that they are consistent with the laws and regulations of the Public Procurement and Concessions Commission;

- d) Manage the Ministry's general services, such as warehousing and accessing of goods and supplies; transportation and communication; power and water systems; and security and maintenance, ensuring that they are consistent with policies and regulations of the General Services Agency;
- e) Perform such other duties that are incidental to being the Deputy Minister for Administration of the Ministry; and
- f) Perform duties the Minister may, from time to time, assign to the Office of Deputy Minister for Administration.